

**MINUTES OF THE GENERAL MEETING  
OF THE BIGFORK COUNTY  
WATER AND SEWER DISTRICT**

The General meeting of the Bigfork County Water and Sewer District was held on January 13, 2021 at the District office. President Lloyd Ross presided.

**ATTENDEES:**

*Directors:* Gene Helberg, Tom Cahill (via zoom), Lloyd Ross (via zoom), Bob Keenan(via zoom)

*District Employees:* Julie Spencer, Mimi Wildeman, John Inabnit, Bob Hand, Tyler Hantz

*Engineering:* Jeff Cicon P.E, Morrison Maierle (via zoom)

*Public:* None

**Pledge of Allegiance**

**READ AND APPROVE MINUTES:**

The minutes of the December 10, 2020 General Board Meeting were reviewed for approval Cahill made a motion to approve the minutes, Helberg seconded, and it was unanimously.

*RESOLVED*, That the minutes of the December10, 2020 Board Meeting be approved.

**CONSENT AGENDA**

Ross asked for discussion, no further discussion Cahill made a motion to approve, Helberg seconded, it was unanimously.

*RESOLVED*, That the Consent Agenda be approved.

**READ AND APPROVE AGENDA**

Ross asked for discussion, Cahill made a motion to approve the Agenda, Helberg seconded, it was unanimously.

*RESOLVED*, That the Agenda be approved.

**OLD BUSINESS**

**Operations Report-** Ross asked for discussion. Spencer updated the Board regarding the water loss, the MBR Cartridges and the inspection of the Vac Truck the cost associated with fixing the truck was not worth purchasing the truck. The owner picked it up Saturday January 9, 2021. Cahill made a motion to approve the Operators report, Helberg seconded, and it was unanimously.

*RESOLVED*, That the Operators Report approved as submitted.

**Water System**

- **Task Order #37: Water Tank and Transmission Line Project:**

- The Standpipe Tank is back online. As discussed at the last board meeting, there are a few paint touch-ups that will need to be completed in the spring due to weather. We have received Certified Payroll for the project and subcontractor release for DBA Painting, but there is still some remaining paperwork.
- Maguire Iron, Inc. submitted Application for Payment #1 for the Standpipe Rehabilitation Project at the December Board Meeting. This application was rejected because the Contractor had not submitted certified payroll for the project. They have subsequently supplied certified payroll. Because there is remaining paperwork, Morrison-Maierle recommends the District withhold 5% retainage (\$12,627.50) until they submit the required paperwork and 2% retainage (\$5,051.00) until they complete the remaining punch list items in the spring.

**Board Action Item:** *Payment Application #1 to Maguire Iron, Inc. The Board has the following Options:*

1. *Approve Payment Application #1 in the amount of \$237,523.27 (5% retainage withheld).*
2. *Other as recommended by the Board.*

**This was approved at the December Board Meeting we now have Certified Payroll funds can be released.**

- We have received the updated geotechnical design from Terracon. We are in the process of updating the drawings and design and will set up a meeting with the District to review the final design before it is submitted to MDEQ.
- We had a Zoom meeting to discuss security camera options both at the new tank site and other locations in the District. The system has several options, including motion detection and gate security. It looks like the system will be able to utilize the cellular modem used by the SCADA system.
- An additional easement will be needed for the drain line where it discharges. I have been in contact with the property owner and have agreed in principal to a new 15' easement.
- A funding conference call is scheduled for January 12 to coordinate project funding.

**Wastewater System**

- **Task Order #36: Bay Sewer Replacement Project**

- Bond Council and the funding agencies are nearing completion of their analysis on the rate impact of the project. Preliminary indications show the rates are sufficient to cover payments on the new loan.
- We continue to review submittals from LHC, Inc.
- I met with Flathead County, LHC, Inc. and WGM Group to discuss using the County's stormwater system to treat dewatering discharge water for the new wet well. The County will allow LHC to use the system as long as they clean it after they are done.
- LHC, Inc. has submitted Application for Payment #2 to cover the cost of insurance. Morrison-Maierle has reviewed the application and determined it to be correct and complete.

**Board Action Item:** *Payment Application #2 to LHC, Inc. The Board has the following Options:*

1. *Approve Payment Application #2 in the amount of \$6,028.61;*
2. *Other as recommended by the Board.*

Cahill made a motion to approve the Payment Application #2 in the amount of \$6,028.61, Helberg seconded, and it was unanimously.

*RESOLVED*, That the Payment Application #2 approved as submitted.

## **Development Review**

- **New Miscellaneous Engineering Services Contract:** The Contract we are operating under for miscellaneous engineering services (mainly for development review) dates to 2012. In addition, the selection of Morrison-Maierle as the District's engineer expired at the end of 2019 (selection was in 2015). It is recommended that the Board take action to either extend the current selection or go through a new selection process.

**Board Action Item:** *Engineering Selection for Miscellaneous Engineering Services*

1. *Extend the 2015 selection of Morrison-Maierle through \_\_\_\_\_;*
2. *Go through a selection process.*
3. *Other as recommended by the Board.*

Cahill made a motion to approve a 3-year contract with automatic yearly renewal until 5<sup>th</sup> year, Helberg seconded, and it was unanimously.

*RESOLVED*, That the 3-year contract with automatic yearly renewal until 5<sup>th</sup> year be approved as submitted.

- **The Settlement Subdivision** – Possible approval in the next few weeks
- **Saddlehorn No. 11** – no in-person construction meetings due to Covid-19.
- **Blenn Street Water and Sewer Extension** – No update.

## **NEW BUSINESS-**

**Water Bill Adjustment Account 1083-00-** after discussion, it was decided that there will be no adjustment in the water bill.

**5% Annual Rate Increase for Operating Expenses-** Cahill made a motion to approve the 5% rate increase, Helberg seconded, and it was unanimously.

*RESOLVED*, That the 5% rate increase approved as submitted.

## COMMITTEE REPORTS

*Annexation, Main Extensions & Construction ..... Helberg & Cahill*

- Account 1799-00 and 1800-00 informational update on progress
- Ranch Contract- Schedule a ZOOM meeting with their Board and Operator in January 2021
- Resolution regarding Capacity on West Trunk Sewer Main- after discussion was had per the DEQ Letter stating full capacity, Spencer asked that Morrison- Maierle do engineer modeling to see exactly where we stand on capacity. This will help us provide accurate guidance for current and future requests.

*Purchase of Additional CD Investment –..... Price & Ross*

- FDIC Investments- none

*Employee Insurance, Compensation & Certification & Safety ..... Helberg & Keenan*

- Review of Employee Handbook – ongoing

*Pretreatment Regulations ..... Cahill & Price*

- Spencer was given direction to send a letter of memorandum adjusting the testing requirements.

*Budget & Rate Structure ..... Helberg & Ross*

- *Asset Replacement Valuations-* Insurance values need to be reviewed.
- *Membrane Replacement-* Purchase Order signed.

*Rules & Regulations ..... Cahill & Price*

- *Rules and Regulations* - ongoing we need to get Up-To-Date Design and Engineering Standards this needs to be completed as soon as possible.

*Farmland..... Helberg, Cahill*

- Meeting with Farmer – will schedule to be done out at the farm
- Still waiting on New Castle to give us a quote on moving the electric control panel.
- Bureau of Mines (waiting on meeting with farmer)

## COMMUNICATIONS

Compliance Inspection Montana Health and Safety- all issues addressed, and corrections submitted.

## ***ADJOURNMENT***

Ross called for a motion to adjourn Cahill moved, Helberg seconded, and it was unanimously.

RESOLVED that the public meeting be adjourned at 2:00 p.m.

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Secretary, Mimi Wildeman

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Minutes approved by:

President Lloyd Ross